Marriage / Civil Partnership ceremonies

Your ceremony

www.milton-keynes.gov.uk/registrars
The Ceremony for

is to be held at

on

at
Introduction

Congratulations on deciding to celebrate this special occasion using our services. We aim to help you make your ceremony a special one to remember and cherish.

In this booklet you will find details for the day, suggested readings and a checklist to help prepare for the ceremony. It outlines what to expect, explains the choices you need to make and is a reminder of what to do on the day.

Planning your ceremony

You need to think about your special day and how you wish to personalise it. Would you like to see each other before or at the point the ceremony starts? Who will give you away? Who will you entrust to look after your rings?

You will have to make a choice of the legal vows but you can also write your own extra vows if you wish. You may like extra words to say to each other but do not want to write your own, if so, you can choose to have our Registration Service extra promises which are:

- I promise to love and care for you
- To comfort and protect you
- To listen and confide in you
- To be honest and faithful to you
- To respect your thoughts and your dreams
- And to trust and believe in you, above all others.

You need to decide which guests to invite and most importantly the special guests who will act as your witnesses.

You also have the option to choose readings. We have included a selection but you are free to select something more personal or write a poem if you wish. Please send a copy with your checklist.

You will also need to choose the music you wish to have played at your ceremony (please be aware your readings and music must not have any religious content). Approx 20-30 minutes of music should be provided.

Witnesses

You will need to decide who will act as the 2 witnesses to your ceremony. These may be friends or relatives. Your witnesses will sit at the front to hear you say your vows and sign the register at the end of the ceremony; they should be over the age of 16 and must be able to understand English and the nature of the ceremony.

You may choose other special guests to deliver a poem/reading.

Photography and video

You are welcome to take photographs (without flash) or video your ceremony; however, we ask that this is done discreetly. We do not want you or the Registration staff distracted during the proceedings as we want you to get the best out of your ceremony.

If you would like someone to film your ceremony please let the Registrar know, so that the best position may be pointed out. In the Bracknell Room, for safety reasons, we cannot allow extra lighting and the recording equipment must run on batteries. If your ceremony is taking place elsewhere please check with your chosen venue.

Parking and grounds

We have limited parking at our venue so ask that you organise yourself and guests where possible to travel together. There is a larger car park in Denmark Street which may be used. Double parking or parking in residential roads is to be avoided as it can cause a danger to other guests and residents.

At Bracknell House your guests are welcome to throw confetti once the ceremony doors have closed.

There is a no smoking policy for Bracknell House and its grounds.

If you are using one of our approved venues please check arrangements with them.

How many guests

Our venue can hold a total of 30 people; this includes you, children and your witnesses and guests. Our other approved venues do differ so you will need to confirm guest numbers with them directly but it would be helpful for us to know approximate numbers.
On your big day...

**Arrival at the Register Office or approved venue**

It is important that you and your guests arrive at least 15 minutes before your ceremony; this gives everyone time to get settled and seated before we begin and ensures we start your ceremony on time.

You will be greeted by the Registration Service ceremony staff for a brief meeting. This may be conducted separately if you do not wish to see each other before the ceremony starts. This is essential to ensure that all the correct information for the day will be recorded. You will be asked to confirm the information given on your notices, including your natural, step or adopted father’s full names and occupations. These details will be recorded in the register, certificates and schedules. We will be happy to answer any last minute questions at this time.

Our ceremony staff will then conduct your ceremony by welcoming everyone who is sharing this celebration with you. They will guide you through the rest of your ceremony including the declarations, vows, ring exchange and readings, introducing people as necessary before you and your witnesses sign the register or schedule. You must sign in the name that you are using at the time of the ceremony.

You and your witnesses will be asked to confirm what you actually sign as it is important that all signatures are recorded correctly to ensure future certificates contain the exact information in the register e.g: *someone called John Sam Smith may have a signature which says J Smith, J S Smith or John Smith.*

You may then have the photograph of “signing of the register” taken.

After congratulations are made to you and the presentation of the certificate, you exit the ceremony room and are then free to continue your celebrations as planned.

**What you need to do now ...**

We now need you to sign and return your contract (at the back of this booklet) within 2 weeks. Then complete the checklist at the back of the booklet and return to us at least 2 weeks before your ceremony. If you have your own music and are having your ceremony at Bracknell House it needs to be sent to us on a CD at the same time. Our address is on the back of this booklet. If your ceremony is elsewhere the CD must be given to the staff at your chosen approved venue.

We look forward to helping you celebrate your special day and thank you for choosing to use our services.
Readings

The following is a sample of possible poetry and prose readings that you may wish to use during your marriage ceremony; or you may have a favourite reading which you would prefer to use. Due to legal constraints no religious material may be used and the Superintendent Registrar must approve any readings beforehand.

1
Marriage is.....
Marriage is a dynamic process of discovery.
Marriage is a journey, not an arrival.
In marriage, being the right person is as important as finding the right person.
Marriage is starting to love, over and over again.
Marriage is a life's work.
Marriage is an art ... and like any creative process, it requires active thought and effort.
We have to learn how to share on many different levels.
We need to practise talking from the heart, and understanding attitudes as well as words.
Giving generously and receiving graciously are talents that are available to anyone.
But all these skills need to be developed, if the marriage picture that we paint is to be anything approaching the masterpiece intended.

Anon.

2
A Walled Garden
‘Your marriage,’ he said, ‘should have within it, a secret and protected place, open to you alone.
Imagine it to be a walled garden, entered by a door to which you only hold the key.
Within this garden you will cease to be a mother, father, employee, homemaker or any other of the roles which you fulfil in daily life.
Here you are yourselves two people who love each other. Here you can concentrate on one another’s needs.’
So take my hand and let us go back to our garden.
The time we spend together is not wasted but invested.
Invested in our future and the nurture of our love.

Anon.

3
Shall I compare thee to a summer’s day?
Thou art more lovely and more temperate:
Rough winds do shake the darling buds of May,
And summer’s lease hath all too short a date:
Sometime too hot the eye of heaven shines,
And often is his gold complexion dimm’d,
And every fair from fair sometime declines,
By chance, or nature’s changing course untrimm’d;
But thy eternal summer shall not fade,
Nor lose possession of that fair thou ow’st,
Nor shall death brag thou wander’st in his shade,
When in eternal lines to time thou grow’st.
So long as men can breathe, or eyes can see.
So long lives this, and this gives life to thee.

William Shakespeare

4
The Art of Marriage
A good marriage must be created,
In the marriage, the little things are the big things.
It is never being too old to hold hands.
It is remembering to say “I Love you” at least once a day.
It is never going to sleep angry.
It is having a mutual sense of values and common objectives.
It is standing together and facing the world.
It is forming a circle of love that gathers in the whole family.
It is speaking words of appreciation and demonstrating gratitude in thoughtful ways.
It is having the capacity to forgive and forget.
It is giving each other an atmosphere in which each can grow.
It is a common search for the good and the beautiful.
It is not only marrying the right person -
It is being the right partner.
Readings

5
The soldier loves his rifle
The scholar loves his books,
The farmer loves his horses.
The film star loves her looks,
There’s love the whole world over
Wherever you may be;
Some lose their rest for Mae West,
But you’re my cup of tea
Some talk of Alexander
And some of Fred Astaire,
Some like their heroes hairy
Some like them debonair,
Some prefer a curate
And some an A.D.C.,
Some like a tough to treat ‘em rough,
But you’re my cup of tea

Some are mad on Airedales
And some on pekinese,
On tabby cats or parrots
Or guinea pigs or geese.
There are patients in asylums
Who think that they’re a tree,
I had an aunt who loved a plant,
But you’re my cup of tea.

Some have sagging waistlines
And some a bulbous nose
And some a floating kidney
And some have hammer toes,
Some have tennis elbow
And some have housemaid’s knee,
And some I know have got B.O.,
But you’re my cup of tea.

The blackbird loves the earth worm,
The adder loves the sun,
The polar bear an iceberg,
The elephant a bun.
The trout enjoys the river,
The whale enjoys the sea,
And dogs love most an old lamp-post,
But you’re my cup of tea.

W.H. Auden

6
The Art of a Good Marriage
Happiness in marriage is not something that just happens.
A good marriage must be created.
In marriage the little things are the big things.
It is never being too old to hold hands.
It is remembering to say “I love you” at least once a day.
It is never going to sleep angry.
It is at no time taking the other for granted,
The courtship should not end with the honeymoon,
It should continue through all the years.
It is having a mutual sense of values and common objectives.
It is standing together facing the world.
It is forming a circle of love that gathers in the whole family.
It is doing things for each other, not in the attitude of duty or sacrifice,
But in the spirit of joy.
It is speaking words of appreciation and demonstrating gratitude in thoughtful ways.
It is not looking for perfection in each other.
It is cultivating flexibility, patience, understanding and a sense of humour.
It is having the capacity to forgive and forget.
It is giving each other an atmosphere in which each can grow.
It is a common search for the good and the beautiful.
It is establishing a relationship in which the independence is equal.
Dependence is mutual and the obligation is reciprocal.
It is not only marrying the right partner, it is being the right partner.

Wilfred Arlan Peterson
Readings

7
This day of love
On this Wedding day of ours we join our hands and hearts.
The journey that has brought us here begins a fresh new start.
This is the day that we've waited for to celebrate together
We begin our lives as husband and wife with love to last forever.
We thank our friends and family for being with us, we're touched.
We're honoured to share this special day with those who mean so much.
Special thanks to our parents for their devotion, love and care.
For the love they provide is something we now share.
For those that can not be with us we remember them on this day.
Their love and support surrounds us in each and every way.
On this day we say 'I Do' and kiss as husband and wife,
We celebrate our marriage and our new journey of life.

8
I'll be There
I'll be there my darling, through thick and through thin
When your mind's in a mess and your head's in a spin
When your plane's been delayed, and you've missed the last train.
When life is just threatening to drive you insane
When your thrilling whodunit has lost its last page
When somebody tells you, you're looking your age
When your coffee's too cool, and your wine is too warm
When the forecast said "Fine", but you're out in a storm
When your quick break hotel, turns into a slum
And your holiday photos show only your thumb
When you park for five minutes in a resident's bay
And return to discover you've been towed away
When the jeans that you bought in hope or in haste
Just stick on your hips and don't reach round your waist
When the food you most like brings you out in red rashes
When as soon as you boot up the bloody thing crashes
So my darling, my sweetheart, my dear...
When you break a rule, when you act the fool
When you've got the flu, when you're in a stew
When you're last in the queue, don't feel blue 'cause I'm telling you, I'll be there
I'll be there for you.
Louise Cuddon

9
Marriage
A marriage is a promise that two hearts gladly make.
A promise to be tender, to help, to give and take.
A marriage is a promise to be kind and understanding, to be thoughtful and considerate, fair and undemanding.
A marriage is a promise to share one life together.
A love filled promise meant to be kept lovingly forever.
Readings

10
The Magic Of Love
Love is like magic and it always will be,
For love still remains life’s sweet mystery.
Love works in ways that are wondrous and strange
And there’s nothing in life that love cannot change.
Love can transform the most commonplace
Into beauty and splendour and sweetness and grace
Love is unselfish, understanding and kind,
For it sees with it’s heart and not it’s mind.
Love is the answer that everyone seeks –
Love is the language that every heart speaks.
Love can’t be bought, it’s priceless and free.
Love, like pure magic is a sweet mystery.

*Helen Steiner Rice*

11
Give Lavishly! Live Abundantly!
The more you give – the more you get.
The more you laugh – the less you fret.
The more you do unselfishly – the more you live abundantly.
The more of everything you share – the more you’ll always have to spare.
The more you love, the more you’ll find – that life is good
and friends are kind
For only what we give away, enriches us from day to day.

*Helen Steiner Rice*

12
The meaning of true love isn’t found in a book
or explained in a word or a phrase.
It can’t be defined in a casual thought or explained
in the simplest of ways.
Love gives only itself, it does not possess
yet creates a bond strong and true.
Love does not demand, it stays young and free yet
grows with you all your life through.
Love isn’t a fashion, a trend or a whim that’s
forgotten or just cast aside.
Love is constant, fulfilling your hopes and your dreams,
it doesn’t destroy or divide.
Love isn’t accusing, it does not condemn and though
some may say it is blind – love
is trusting, forgiving and honest because it lives in the
heart and not the mind.
Love is not bought or sold, it’s not borrowed or has
a price you would willingly pay.
Love is a gift that can only be kept as long as it’s given away.

*Helen Steiner Rice*

13
Captain Corelli’s Mandolin
Love is a temporary madness,
it erupts like volcanoes and then subsides.
And when it subsides you have to make a decision.
You have to work out whether your roots have so
entwined together that it is inconceivable that you should
ever part.
Because this is what love is.
Love is not breathlessness, it is not excitement, it is not
the promulgation of eternal passion.
That is just being ‘in love’ which any fool can do.
Love itself is what is left over when being in love has
burned away, and this is both an art and a fortunate
accident.
Those that truly love, have roots that grow towards each
other underground, and when all the pretty blossom have
fallen from their branches, they find that they are
one tree and not two.
Readings

14
A Parent’s Tribute
Today seemed a lifetime away, now suddenly it’s here.
How did it happen so quickly? – this wedding drawing near.
How can I act so happy, how can I sound so gay?
When in such a very short time, I’ll give my daughter away.
I wish I could grasp a moment, and make the clock stand still,
So I could let my heart catch up – but I know it never will.
All the worries of being a parent, most of the battles won,
BUT
No one ever warned me about the day the job is done.
Yet there is another side, where my heart is not so sad,
When I look into my daughter’s eyes, I feel joyful and glad.
For I know that I was privileged when this child was lent to me,
To love and care for and nurture, so she would grow to be,
This lovely bright young woman today – a beautiful bride,
And as always, I am there – with love, at my daughter’s side.

Anon

16
Yes, I’ll Marry You
Yes, I’ll marry you my dear, and here’s the reason why:
So I can push you out of bed, when the baby starts to cry.
And if we hear a knocking, and it’s creepy and it’s late,
I hand you the torch you see, and you investigate.
Yes, I’ll marry you my dear, you may not apprehend it,
But when the tumble drier goes, it’s you that has to mend it.
You have to face the neighbour, should Treacle attack him
And if a drunkard fondles me, it’s you that has to whack him.
Yes, I’ll marry you my dear, you’re virile and you’re lean,
The boat is like a pigsty – you can help to keep it clean.
That sexy little dinner, which you served by candlelight
As I really can’t be bothered, you can cook it every night!
It’s you who has to work the drill and put up the curtain track,
And when I’ve got PMT it’s you who gets the flack.
I do see great advantages, but none of them for you,
And so before you see the light,
I do, I do, I do!

Pam Ayres

17
What Is Love?
Sooner or later we begin to understand that love is more
than verses on valentines and romance in the movies.
We begin to know that love is here and now, real and true,
the most important thing in our lives. For love is the
creator of our favourite memories and the foundation of
our fondest dreams.
Love is a promise that is always kept, a fortune that can
never be spent, a seed that can flourish in even the most
unlikely of places.
And this radiance that never fades, this mysterious and
magical joy, is the greatest treasure of all – one known only by those who love.

Author Unknown
Readings

18
I’ll Still Be Loving You
When your hair has turned to winter
And your teeth are in a plate,
When your get up and go
Has gone to stop and wait –
I’ll still be loving you.
When your attributes have shifted
And you’re not as spry as now,
I’ll count the joys you bring me, not the wrinkles on your brow
I’ll still be loving you.
When the crinkle in your voice
Matches that within your knee,
And the times are getting frequent
That you don’t remember me –
I’ll still be loving you.
Growing old is not a sin,
It’s something we all do.
I hope you’ll always understand – I’ll still be loving you.

19
True Love
True love is a sparkling flame that burns eternally,
And none can dim its special glow or change its destiny.
True love speaks in tender tones and hears with gentle ear,
True love gives with open heart and true love conquers fear.
True love makes no harsh demands, it neither rules or binds,
And true love holds with gentle hands, the heart that it entwines.

Author unknown

20
On Your Wedding Day
Today is a day you’ll always remember,
The greatest in anyone’s life.
You’ll start off the day just two people in love,
And end it as husband and wife.
It’s a brand new beginning, the start of a journey.
With moments to cherish and treasure.
And although there’ll be times when you both disagree,
These will surely be outweighed by pleasure.
You’ll have heard many words of advice in the past,
When the secrets of marriage were spoken.
But now you know that the answers lie hidden inside,
Where the bond of true love lies unbroken.
So live happy forever as lovers and friends,
It’s the dawn of a new life for you.
As you stand there together with love in your eyes,
From the moment you whisper ‘I do’:
And with luck, all your hopes, and all your dreams can be real,
May success find its way to your hearts.
Tomorrow can bring you the greatest of joy,
But today is the day it all starts.
Readings

21
Being Boring
If you ask me ‘What’s new?’ I have nothing to say
Except that the garden is growing,
I had a slight cold but it’s better today.
I’m content with the way things are going.
Yes, he is the same as he usually is,
Still eating and sleeping and snoring
I get on with my work. He gets on with his.
I know this is all very boring.
There was drama enough in my turbulent past:
Tears and passion – I’ve used up a tankful.
No news is good news, and long may it last.
If nothing much happens I’m thankful.
A happier cabbage you never did see,
My vegetable spirits are soaring.
If you’re after excitement, steer well clear of me.
I want to go on being boring.
I don’t go to parties. Well, what are they for if you don’t
need to find a new lover?
You drink and you listen and you drink a bit more
And you take the next day to recover.
Someone to stay home with was all my desire.
And now I’ve found a safe mooring,
I have just one ambition in life: I aspire
To go on and on being boring

Wendy Cope
Wedding preparation to do list

You’ve chosen and booked your venue and given your Notices of Marriage; follow our guide to help you prepare for your big day.

9 to 12 months before
• Decide on your bridesmaids, best man, ushers and other special guests.
• Prepare a guest list.
• Check your wedding insurance.
• Choose wedding cars, flowers, catering, music, photographer, filming and decoration suppliers.
• Start to think about what you will all be wearing.
• Book the honeymoon!

6 to 9 months before
• Prepare gift list.
• Book transport to and from the ceremony.

4 to 6 months before
• Organise invites for your celebration – include advice about car sharing and parking.
• Confirm suppliers and make choices for wedding cars, flowers, catering, music, photographer, filming and decorations.
• Buy rings and outfits.
• Choose reception menu and order the cake.

3 to 4 months before
• Ensure you have completed your legal preliminaries (Notices of Marriage/Civil Partnership).
• Decide if there are any name changes and arrange passport amendments.
• Finalise honeymoon arrangements.
• Think about local accommodation for yourself and guests.
• Send out invitations.
• Arrange gifts for special guests.

2 to 3 months before
• Complete and return your ceremony choices form including any readings or music.
• Pay any outstanding balances for your ceremony.

1 month before
• Chase up guests and give final list to caterers
• Arrange hen & stag nights
• Book your hair, nails and make up
• Check all arrangements are in place

1 week to go!
• Time the journey to make sure there are no unexpected delays
• Check that your ceremony attire fits, and your shoes are comfortable
• Hair & make-up trial
• Pack for your honeymoon!

Looking to the future
Look no further than our list to inspire you to choose the perfect present for all your future wedding anniversaries

| 1st Paper | 13th Lace |
| 2nd Cotton | 14th Ivory |
| 3rd Leather | 15th Crystal |
| 4th Linen | 16th Topaz |
| 5th Wood | 17th Amethyst |
| 6th Iron | other major anniversaries |
| 7th Wool | include; |
| 8th Bronze | 25th Silver |
| 9th Pottery | 30th Pearl |
| 10th Tin | 40th Ruby |
| 11th Steel | 45th Sapphire |
| 12th Silk | 50th Gold |
|               | 55th Emerald |

In the coming years as your family grows you may choose to have a naming ceremony for your children or you may wish to renew your marriage vows, this may be as part of a special anniversary or just as a reaffirmation of your love for each other.

Here at Milton Keynes Registration Service whatever your ceremonial needs we will be happy to guide and advise you on all the services we offer.
Bracknell Room Marriage Ceremony

Names .................................................................................................................................................

Venue..................................................................................................................................................

Date and time of the ceremony ...........................................................................................................

No. of guests ....................................................................................................................................

Do you wish to see each other before the ceremony? Yes / No

Bride/Groom entering with / being given away by ............................................................................

WITNESSES

1 .............................................................................................................................................................

2 .............................................................................................................................................................

Person and their role who will be in charge of the rings .....................................................................

LEGAL VOWS: The Marriage Ceremony (Prescribed Word) Act

You must choose one from the Declaratory and one from the Contracting, please tick the box of your choice

Declaratory words

☐ 1 I do solemnly declare that I know not of any lawful impediment why I AB may not be joined in matrimony to CD

OR

☐ 2 I declare that I know of no legal reason why I AB may not be joined in marriage to CD

OR

☐ 3 by replying “I Am” to the question “Are you AB free lawfully to marry CD?”

Contracting words

☐ 1 I call upon these persons here present to witness that I AB do take thee CD to be my lawful wedded wife/husband

OR

☐ 2 I, AB take you CD to be my wedded wife/husband

OR

☐ 3 I, AB take thee CD to be my wedded wife/husband

Would you like the Registration Service extra promises Yes / No

The extra promises are:

I promise to love and care for you
To comfort and protect you
To listen and confide in you
To be honest and faithful to you
To respect your thoughts and your dreams
And to trust and believe in you, above all others
**READING (Optional)**

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<th>To be read by</th>
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1) ..........................................................................................................................................
1) ..........................................................................................................................................

**MUSIC (Optional)**

Please provide us with a CD of the music you would like to have played at your ceremony otherwise we shall play our classical music.

If you wish to have your own music please list the tracks to be played. Regrettably it is not possible for us to locate particular tracks at particular times, however, if you have a specific track for your entrance please ensure this is track one on your CD. We will start playing your music from track two at all other times.

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Photographer .............................................................................................................................................................................................................................................
Venue Marriage Ceremony

Names ..........................................................................................................................................................................................................................................

Venue..........................................................................................................................................................................................................................................

Date and time of the ceremony .................................................................................................................................................................................. No. of guests

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Would you like the Registration Service extra promises

Yes / No

The extra promises are:

I promise to love and care for you
To comfort and protect you
To listen and confide in you
To be honest and faithful to you
To respect your thoughts and your dreams
And to trust and believe in you, above all others

Please see overleaf...
**READING**

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**MUSIC FOR:**

Guests being seated:

Entrance:

Signing of the Register:

Couples exit:

**NAME OF:**

Photographer

Videographer
Please sign and return

I have read and agreed to the latest Terms and Conditions available on the Milton Keynes Council Registration Services website at: www.milton-keynes.gov.uk/registrars

Signed ..............................................................................................................................................................................................................................

Signed ..............................................................................................................................................................................................................................

Print full name: ............................................................................................................................................................................................................................

Print full name: ............................................................................................................................................................................................................................

Date: ...............................................................................................................................

Date of ceremony: ........................................................................................................................................

Venue: ............................................................................................................................................................................................................................

Please return this to us at the address / email on the back of this booklet.

Cancellation form

You may use this form to cancel your contract or write/email the following details to us. Please send this to us using the contact details at the end of this document.

I/We hereby give notice that I/We cancel my/our contract of sale of the following goods / for the supply of the following service (please insert details):

Description of goods/service: ..........................................................................................................................................................................................................

Ordered/received on date: ..........................................................................................................................................................................................................

Name of consumer(s): ..........................................................................................................................................................................................................

Address of consumer(s): ..................................................................................................................................................................................................

Signature of consumer(s): ..................................................................................................................................................................................................

(only if this form is notified on paper)
Marriage / Civil Partnership ceremonies